

# HR Generalist

## Jūsų užduotys

### Role Summary

The HR Generalist ensures smooth HR operations and end-to-end statutory compliance, talent acquisition and talent management support for the organization. This role covers employee lifecycle administration, statutory filings, vendor compliance coordination, audit readiness, and HR policy governance, with a strong focus on accuracy, timelines, and data integrity, Talent acquisition , Talent management , employee engagement etc.

In summary, this role works closely with location HRBP on following topics.

### Key Responsibilities

#### Employee Engagement & Connect

- Conduct regular employee connect touchpoints and ensure the smooth execution of Employee engagement calendar.
- Support engagement initiatives—communication, event coordination, and feedback collection—aligned with Location HRBP engagement strategies.

#### Talent Management & Performance Support

- Assist in collecting performance data, follow ups, and documentation during performance cycles.
- Help Location HRBP track development actions, training nominations, and talent discussions (junior level support to broader Talent & Performance activities).

#### Recruitment Coordination

- Work with the Recruiting team and ensure timely updates to stakeholders and ensure successful hiring experience
- Manage pre onboarding steps and ensure smooth joining formalities in collaboration with Shared Services (referencing onboarding workflows).

#### HR Administration

- Own employee lifecycle processes: onboarding, induction schedules, documentation, HRIS updates, exit formalities, and experience letters.
- Maintain accurate employee records: personal files, HRIS data, trackers, employee benefits, compliance reports and employee master data reports etc.
- Coordinate payroll inputs: new joiners, exits, LOAs, attendance, variable pay, and deductions; reconcile with finance/payroll.
- Manage benefits administration: insurance enrolments, addition and



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deletion monthly reports, claims support, and employee communications, organization announcements etc.

- Preparing HR letters like appointment letter, employment letter, exit letters, travel letters etc
- Ensuring the timely background verification checks are done for all new hires.
- Ensuring employee data hygiene and periodic maintenance.

### **Statutory Compliance:**

- Ensure adherence to: **PF (EPF), ESI, PT, LWF, Shops & Establishments, CLRA, POSH, Maternity Benefit Act, Minimum Wages, Payment of Bonus, Gratuity.**
- Prepare and manage **monthly/quarterly/annual filings**; track timelines and ensure zero non-compliance.
- Maintain compliance registers and documentation; support **labour inspections** and **internal/external audits**.
- Manage **contractor/vendor compliance**—collect Form 5A, RCs, challans, returns, and ensure compliance matrices are up to date.
- Sharing form 11 and extending PF query support to employees

### **Policy & Process**

- Administer HR policies; ensure employee communication and periodic refreshers.
- Support **POSH Committee** administration: documentation, training calendars, quarterly IC meeting and MOMs and annual report compilation.
- Partner with IT/Data Privacy teams to ensure HR data is **secure, confidential**, and aligned with internal data governance.

### **Audit Readiness & Risk**

- Prepare compliance dashboards, trackers, and MIS for leadership review.
- Conduct mini audits of records, payroll inputs, and statutory files; remediate gaps proactively.

### **Employee Experience**

- Provide quick, empathetic resolution of HR queries.
- Facilitate HR communication on key programs (benefits, compliance updates, HR calendar).

## **Reikalavimai**

### **Qualifications**

- Bachelor's degree in HR/Commerce/Business Administration; MBA/PGDM preferred.
- 3-6 years' experience in HR operations & statutory compliance (India).
- Hands-on experience with PF/ESI/PT filings, POSH administration, and Shops & Establishments compliance.
- Proficiency in HRIS tools (SAP/Workday/Zoho/GreytHR), MS Excel, and documentation.

### **Skills & Competencies**

- Strong attention to detail and process discipline.
- Working knowledge of Indian labour laws and compliance requirements.
- Vendor coordination and stakeholder management.
- Confidentiality, ethics, and integrity with sensitive data.
- Excellent written and verbal communication.

## **Mes siŭlome**

You

- Ability to establish and maintain a high level of user trust and confidence
- inspire your stakeholder and contact partner with an effective communication of high intercultural sensitivity
- Collaborative, team player attitude and convinced that networking and knowledge sharing are key drivers for success
- up to date on the latest trends in the industry concerning classical data science, data mining, advanced analytics, etc.

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## **Apie mus**

ContiTech Business Hub in Bangalore in a key location for ContiTech hosting various functional teams

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Are you interested in shaping the future of ContiTech together with a great team?